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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

Index:
Field Operations
Teletype

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 65.3

Use of Teletype Facilities in Handling Commercial Telegrams

I Expansion of Teletype Facilities to Handle Commercial Messages

- A. A survey recently made of the commercial telegrams originating in the Shipping and Storage Branch in Washington revealed that many wires are being sent to cities in which the Shipping and Storage Branch has a field office, and in some cases commercial telegrams are sent to these field offices in spite of the fact that private teletype facilities are available.
- B. Considerable economy can be effected if telegrams destined to points beyond cities in which teletype facilities are located are transmitted via Western Union from the terminal points in which our facilities are available.

Consequently, arrangements are being made immediately by the Washington office for Western Union to install page printers in the Washington office.

- C. Field offices should communicate immediately with local Western Union representatives and arrange for the installation of a page teleprinter tie-line connecting the field office with the local operating department of the Western Union. These lines are installed free of charge.
- D. Western Union should also be requested to instruct our operating personnel in tie-line procedures for the handling of this traffic.
- E. On messages sent from Washington to field offices over our private lines to be refiled at the field office with Western Union for local delivery or for further transmission in delivery to nearby cities, the "refiled" city, or field office will be shown as the point of origin and "Washington, D.C." added to the signature in order that the recipient may know the actual originating point of the message. Example: ("Origin and Refile Message")

50 SF LA 12-20 (T.U.)

JOHN DOE
1225 FIRST STREET
FRESNO, CALIFORNIA

(TEXT OF MESSAGE)

SIGNATURE

WASHINGTON, D.C.

II Procedure and Responsibility

- A. Effective immediately all telegrams originating in Washington or in cities in which teletype facilities are located, will be forwarded to the teletype room prior to release to Western Union.
- B. It will be the responsibility of the teletype room to transmit insofar as our facilities will permit, all telegrams over our leased wire facilities.
- C. It will be the responsibility of the destination office to transmit that telegram, via page printer, to the local office of Western Union for delivery to addressee.
- D. The originating office will indicate the type of service required on the refile message, i.e. day letter, night letter, etc.
- E. As the tie-line installations are completed between the field offices and Western Union, the Washington office should be notified so that a date may be set to make this plan effective throughout all offices. Until such time as page printers are installed, field offices will call for regular messenger service.

III Present Teletype Leased Line Offices

New York City	Chicago, Ill.	San Francisco, Calif.
Baltimore, Md.		Seattle, Wash.
Philadelphia, Pa.	Memphis, Tenn.	Portland, Oregon
Buffalo, N.Y.		Los Angeles, Calif.
Boston, Mass.	Dallas, Texas	

IV States to Be Covered on Commercial Lines by Cities Designated

<u>Seattle</u>	-	Washington	<u>Chicago</u>	-	North Dakota
		Montana			South Dakota
		Wyoming			Nebraska
					Minnesota
<u>Portland</u>	-	Oregon			Iowa
		Idaho			Missouri
					Wisconsin
<u>San Francisco</u>	-	California			Michigan
		Nevada			Illinois
		Utah			Indiana
		Arizona			

Dallas

- Texas
Colorado
New Mexico
Kansas
Oklahoma
Arkansas
Louisiana

Memphis

- Tennessee
Mississippi
Kentucky
Alabama
Georgia
Florida
South Carolina
North Carolina

New York City

- Ohio
Pennsylvania
New Jersey
New York
Connecticut
Rhode Island
Massachusetts
Vermont
New Hampshire
Maine

Washington, D.C.

Virginia
West Virginia
Maryland
Delaware
District of Columbia

H. O. Warlick

H.O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

